

02/3-56-1780

May 15, 1956

Brigadier General John F. Cassidy
Staff Director
President's Board of Consultants
on Foreign Intelligence Activities
Room 315, Executive Office Building
Washington 25, D. C.

Dear General Cassidy:

Arrangements have been made for our motor pool to provide service for your Committee Members at any time during the normal work week. Saturday afternoons and Sundays the service is reduced; therefore, if transportation is required during the weekend hours, as much advance notice as is possible will be helpful.

The procedure to secure motor pool transportation during regular working hours is to telephone [redacted] advise the dispatcher the name of the Committee Member, and request the car and the destination desired. Saturday afternoons, Sundays or during night hours your people should telephone the CIA Watch Officer on [redacted] who will relay the message to the motor pool drivers. The names of all Committee Members, the name of the Staff Director of the Committee and the name of the Staff Director's Secretary have been provided the motor pool dispatcher's office, and requests from these individuals will be honored.

The Central Intelligence Agency does, by necessity, occupy buildings in many different locations, with the result that demands on transportation are at times very heavy. If your group will provide sufficient notice, we will give the best possible service at any time, day or night.

If you find any difficulty with this or any other administrative procedure, I will appreciate it if you will telephone me at any time. My office telephone number is [redacted] and my home telephone number is [redacted]

Sincerely yours,

[redacted]
Administrative Officer

SA-DD/S:RBJH:mrp

Distribution:

Orig & 1 cc - addressee

1 - DD/S

1 - DD/S

1 - C/OI/TD (for Motor Pool Dispatcher)